

PARAPROFESSIONAL- TECHNOLOGY CENTER

QUALIFICATIONS:

Certification:

- NCLB/STATE of Illinois Qualifications
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO:

Direct Supervisor: Technology Center Supervisor

VISION:

The Technology Center Paraprofessional will assure the efficient installation and support of computers, end user software, printers and related equipment in District 108. The average response time and completion percentages will be at or above acceptable levels for service requests submitted to the District Information Resource Management System.

JOB GOALS:

- Software and equipment will be installed and debugged in a timely way.
- Troubleshooting and repair of software and equipment will be accomplished efficiently and effectively.
- Customer satisfaction and opinion of the Technology Center will be positive.

RESPONSIBILITIES:

- Support the Chief Technician's management of the Technology Support Center and supervision of Technology Interns.
- Train and facilitate the work of tech interns employed by the district.
- Troubleshoot and repair all network and end user electronic equipment used in District 108
- Troubleshoot and consult on the use of all end user software used in District 108
- Install, maintain, upgrade, ghost, etc., all end user equipment and software as needed.

TERMS OF EMPLOYMENT:

Work Day:

6.5 hours per day

Work Year:

180 DAYS.

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per Contract

NCLB REQUIREMENTS - ONE OF THE FOLLOWING:

- Complete two years of study at an institution of higher education defined in Illinois as 60 semester hours; or
- Obtain an associate's degree or higher at an accredited institute of higher education; or
- Pass a formal State assessment; or
- Complete 30 semester hours of college credit or an approved teacher aide training program PLUS evidence of 300 "Professional Training Points" based on work experience, additional coursework and other activities